

## **STUDENT AID AWARENESS WORKTEAM AGENDA**

July 11, 2001 9:00 – 11:00

### **DESIRED OUTCOMES-**

- Agreement about modifications to status reporting tool
- Agreement about lessons learned budget checklist
- Agreement about conference checklist
- Understanding of communication planning
- Understanding of work plan for SAA/Accenture working relationship
- Understanding of proposed organizational model
- Agreement on next steps

<b><u>WHAT</u></b>	<b><u>HOW</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
<b>START-UP-</b>	<ul style="list-style-type: none"><li>• Context</li><li>• Desired Outcomes</li><li>• Agenda</li><li>• Clarify discussions from last meeting</li></ul>	Heather	9:00- 9:10
<b>STATUS REPORTING TOOL</b>	<ul style="list-style-type: none"><li>• Review and agree to use status reporting tool</li></ul>	Linda	9:10-9:20
<b>LESSONS LEARNED BUDGET CHECKLIST</b>	<ul style="list-style-type: none"><li>• Review and agree to use budget checklist</li><li>• Review budget action items from last meeting</li></ul>	Linda	9:20 – 9:30
<b>CONFERENCE CHECKLIST</b>	<ul style="list-style-type: none"><li>• Review and agree to use conference checklist</li></ul>	Linda	9:30– 9:40
<b>COMMUNICATION PLANNING</b>	<ul style="list-style-type: none"><li>• Discuss current SAA communications</li></ul>	Heather	9:40-9:55
<b>SAA/ACCENTURE WORK PLAN</b>	<ul style="list-style-type: none"><li>• Present work plan until Sept. 30</li></ul>	Heather	9:55-10:10
<b>ORGANIZATIONAL MODEL</b>	<ul style="list-style-type: none"><li>• Present organizational models</li><li>• Discuss and agree to an organizational model</li></ul>	Kristine	10:10-10:30
<b>CLOSE-</b>	<ul style="list-style-type: none"><li>• Next steps</li><li>• +/-</li></ul>	Heather	10:30-10:40

### **THINGS TO DO-**

- Review and bring to the meeting the following documents –
  - Bring planners/calendars to plan for availability for upcoming meetings
  - Bring modifications to status reporting tool, lessons learned budget and conference checklists
  - Bring budget action items